



COUNTY OF BAY

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REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2005

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 2nd quarter of 2005:

- Participated in the interview and selection process of the Community Health Educator position awarded to Dominic Smith.
- Participated in discussions regarding the Animal Control vacancy and Housing Department vacancies.
- Participated in HIPAA policy and planning meetings; payroll direct deposit meetings; financial planning meetings for Animal Control, Housing, Information Systems, Health Department, and audit management meetings.
- Participated in labor-management meetings.
- Continued formulating a Business Recovery Plan as part of the SunGard Precovery software package, which will provide immediate response and subsequent recovery from any unplanned business interruption. We are in the beginning stages of compiling this county-wide plan.
- Chaired the Health Emergency Leadership Seminar held May 12, 2005 at the Holiday Inn, the purpose of which was to explain why we have bioterrorism exercises in Bay City/Bay County, and the role of public officials in any disaster.
- Participated in planning the May 25, 2005 Smallpox Tabletop Exercise held at the Health Department.

- Participated in planning and attended the June 1, 2005 full-scale emergency management exercise held at Central High School where we conducted a Smallpox Mass Vaccination Clinic.
- Attended Fire Trax Accountability System planning and training meeting at the Emergency Operations Center.
- Chaired several Local Planning Team meetings to determine the precise use of funds received from the FY 2004 Planning, Equipment, Training, and Exercise Grant for CBRNE events, and develop the FY 2005 CBRNE Bi-Annual Strategy Implementation Reports (BSIR).
- Chaired monthly Juvenile Home Core Team meetings and conducted separate meetings regarding the Juvenile Home budget and transportation issues.
- Co-Chaired Financial Information Systems Team meetings.
- Participated in monthly Executive Team Staff meetings.
- Gave a presentation about Bay County to the Noon Optimist Club at their luncheon meeting.
- Attended a Bay Futures meeting; Bay 3 TV Partnership meeting; an Agricultural Sector work group meeting on economic growth; and Mid-Michigan Community Action Agency meetings.
- Attended Employee Assistance Program training.
- Attended annual MACAO conference at Crystal Mountain, and Bay Area Community Foundation annual meeting.
- Submitted and received Board approval for a 1-year renewal agreement for the Operation of the Educational and Governmental Access Channel on the Charter Cable Television system.

Buildings & Grounds Division

- Raise grade and did down-spout repairs at Fisher Street Home
- Remodeled Law Library – separated room and created an office
- Installed chair rail in Court Room
- LEC and County Building plastering
- Emergency installation of Compressor and Evaporator Coil in the walk-in freezer at LEC

- Built fence for DOA in front of Senior Center
- Repaired east air conditioning unit at Health Department & prepared for total replacement of condensing uUnit and evaporator coil and controls
- Poured slab and installed drain for main entrance to Canteen
- Built signs for Civic Arena
- Hauled county records from Corrigan to New Records Storage Building
- Constructed shelves in 6th floor lock-up for County Clerk and in storage room on 8th floor
- Installed 4 kitchen cabinets for storage for Register of Deeds
- Installed "Suprasafe" on outside of Animal Control building for Fire Department access after hours
- Worked with engineers on construction of a new 911 Tower on County Building roof
- Planted new trees at Euclid Linear Park donated by United Way
- Updated layout of Vets Fields and made new base pegs
- Installed donated halogen lights on top of grandstands at Fairgrounds
- Installed light for Mosquito Control and Animal Control flag pole
- Installed lights for Animal Control Incinerator
- Ran Cat 5 Cabling in Animal Control
- Changed out compressor for educational room in Animal Control
- Prepared Fairgrounds for the Bay City Nationals – Truck & Tractor Pull and cleaned (leveled and rolled) grounds after event
- Installed flag pole at Fairgrounds for Truck & Tractor Pull
- Cut Pinconning Park Beach cattails and helped at Bay City State Park Beach grooming project
- Put Emergency Generator bid together for Bay County Community Center and held walk through

Community Center

- Painted and filled Community Center Pool
- Painted Community Center Fence
- Installed water meter for pool to track water usage

Informations Systems Division

Departmental Projects

- Finalized proposal for replacement of the AS/400 machines. Presentation to the Ways and Means committee at their May, 2005 meeting. Proposal was approved and at the June full board meeting, resolution was passed for the \$215,000.00 total proposal. Of the \$215,000.00, \$133,000.00 was allocated for the iSeries machine(s)
- Finalized Disaster Recovery processes and procedures through the Pre-Coverly software package. Current process is having individual departments fill out the general survey and gather pertinent information to assist in developing long-term recovery mechanisms per department.
- Housing Data Systems, HDS is installed and operational at the Housing Commission/Center Ridge Arms.
- Results from the engagement and monitoring of the County network was completed by Net Source One. Received a detail report with short term as well as long term initiatives.
- Selected iPrism has our Internet filtering tool. Currently monitoring the network with no blocking of individual unwanted/unwarranted sites.
- Selected Fortinet appliance software for our Security-Cyberterrorism solution. Part of this proposal is that we will piggy back off of the BAISD network and have connectivity to the BAISD network. In addition, researching and pricing connectivity (fiber) to other cities and townships.
- Finalizing ISD manual that will contain all procedures and pertinent information for readily available access by staff members.
- In the process of receiving pricing for the PC's that the board approved at the June meeting. We have a total of \$50,000. The City of Bay City has expressed an interest in joining us in the bid process.

- Upgraded the Novell NetWare operating system to release 6.5 version 3.0. In the process of this upgrade, we have identified that the Resource application that the Treasury and the Equalization department utilize may be the source of the sporadic network instability.
- Completed the technological audit requested by Finance and delivered to Rehmann Robson.
- Implement “On Call” procedures for the Technical staff.
- In the process of finalizing all HIPAA Security policies.
- Reinitiate Employee Payroll Direct Deposit dialogue/meetings.

Systems and Programming

Program Requests

Open requests	98 (18 with a status of Sunset)
Closed requests	32
New this quarter	34

Emergency Services Division

We are continuing to purchase and distribute equipment purchased under the \$700,000 Homeland Security Grant. “All-hazard Emergency Alert Radios” have been distributed to local government agencies. See Bay County’s web site for special pricing for Bay County residents and businesses.

Moved forward with the Bay County Credentialing Project this quarter with the issuance of identification cards to designated county employees. This project uses the Fire Trax Accountability System as the software to host the ID card database. These new county identification cards will not only have the employee’s photo, but will have personal qualifications and medical information contained on the card in the form of a bar code.

Attended the State Homeland Security Conference in Grand Rapids along with many other county and state emergency responders. This was the largest attended conference in state history.

Hosted the Health Emergency Leadership Seminar (HELS) at the Holiday Inn in Bay City. It was well attended and was a huge success. Attendance included representation from all of our emergency response and health disciplines from both Bay County and Bay City.

Conducted a full scale exercise, which was named "POX OP," this quarter. It was a mock small pox vaccination clinic scenario. A full activation of the Emergency Operations Center (EOC) took place during this event. Over 250 people were involved in this exercise.

The Region 3 Bioterrorism Defense Network has been very active this quarter, planning and enhancing the preparedness capability of our local hospitals and health departments. An exercise is being planned for the next quarter.

Updated the Communications Annex (Annex C) in the County's Emergency Operations Plan.

Considerable progress was made by the Business Continuity Planning Team with the development our disaster recovery planning software project.

The Local Emergency Planning Committee (LEPC) has completed two more plans under the Superfund Amendment Reauthorization Act (SARA).

Spoke to the City Commission to discuss our full-scale exercise and our Homeland Security Projects.

Worked with local law enforcement and fire officials to develop an effective riverfront public warning system. The warning system activation procedures will be drafted and approved before the warning system is installed.

Worked with law enforcement and fire officials to design and develop an Incident Command and Communications trailer for the county. A final design was accepted and approved by the Local Planning Team.

Solution Area Planner

The Fiscal Year 2004 Homeland Security Grant (\$672,993) ends 9/30/05. The LPT (Local Planning Team) is progressing in the reallocation of funds. The funds will be spent as allowed by the grant.

The quarterly report for the FY2004 grant is due this month and a reimbursement request will be submitted also.

The FY2003 Training grant and the Exercise grant have both been extended until July 31, 2005. The Smallpox Mass Vaccination Clinic Exercise has been completed. Final reimbursement will be submitted this month.

The FY2005 State Homeland Security Grant Program(SHSGP) for \$659,173 has been announced and the LPT is meeting to prioritize projects for submission. The grant is \$480,642 for State Homeland Security (SHSP) and \$178,531 for the Law Enforcement

Terrorism Prevention Program (LETPP). The initial submission of this grant must be made by July 20, 2005. The grant period is until January 2007.

CORPORATION COUNSEL

During the second quarter of 2005, the Department of Corporation Counsel continued usual duties of drafting agreements, with several specialized leases for large events scheduled at the Fairgrounds. As to Health Department operations, services were provided to review and relocate autopsies, and to support program changes under direction of the new Health Officer. The Retirement Ordinance was amended to implement a 2.5% multiplier for the Road Patrol. Research continued as to Independence Park as a possible site for a naval ship museum. The quarter ended with a Circuit Court decision supporting the legality of actions taken by Executive Hickner and the County Commission in phasing out some portions of the County's home health services duplicated elsewhere in the community. The Court found that the process used was lawful and did not diminish services to existing patients. County personal care services continue to be provided to our senior citizens.

ENVIRONMENTAL AFFAIRS & COMMUNITY DEVELOPMENT

As requested, below is the second quarter report of 2005 from Environmental Affairs and Community Development and all its divisions:

Geographic Information Systems (GIS)

- Began 2005 Parcel updates.
- Miscellaneous GIS Mapping and Data Requests including:
 - Calculated the population within 50 miles of the Court Facility for Kim Mead with the probate court.
 - Prepared signs for emergency service's Smallpox exercise.
 - Compiled yearly population data over the past 10 year in Bay County for the Finance Dept.
- Began preparing GIS maps for Bay Future.
- Prepared several parcel maps with aerial photography, flood plane, or other geography data for Tom Hickner, Valley Center Tech Park, ATF, and others.
- Other minor projects from small map production.
- GIS technical help.

Transportation Planning

- Created a 3 year cyclical road count program to acquire traffic counts on all Federal Aid eligible road segment within Bay City.

- Received training on the PASER road rating system for Asset Management program.
- Travel Demand Model base year data:
 - Completed household and population data
 - Completed the final review of the road network attributes
 - Worked on the Bay County business locations and number of employees at each business in Bay County.
- Attended training session on Federal Aid Highway information.
- Approved new 20 year Transportation Long Range Plan
- Approved new 2006-07-08 Transportation Improvement Plan
- Approved Self Certification of Bay County transportation planning process

Mosquito Control

The aerial program was a big success. High populations of spring mosquitoes were controlled quite nicely with the Bti application that took place from April 17-27. However, as we all know too well, the 4-6 inches of rain that fell during the first half of June (last year it was 5-6 inches at the end of May) contributed to additional flooding in woodlots and fields and another hatch of *Ochlerotatus canadensis* as well as *Aedes vexans* in these habitats. Now, a month later, we're dealing with the wrath of these mosquitoes as they invade backyard picnics and barbeques! As we write this summary, however, mosquitoes and citizen phone calls seem to be on the decline.

Three training sessions were held April 8, May 16, and June 9 to educate seasonal staff in mosquito control operations and to prepare them to test with the MDA as certified technicians.

Public education efforts to inform citizens about backyard mosquito control and West Nile Virus continued from April through June. Presentations were given at the Bay City state Recreation Area's Saginaw River Congress and MacGregor Elementary School. We plan to run an "Artificial Container" presentation on Bay 3 TV within the next several weeks.

We continue to monitor for West Nile virus this season by submitting swab samples from crows and blue jays and by submitting house sparrow blood serum and mosquitoes collected in New Jersey Light Traps, CDC traps, gravid traps, and resting boxes. Through July 5, 2005 we have submitted four crow or blue jay oral swabs specimens collected throughout the county. Three of the four have tested negative for WNV and one sample is pending. We've also submitted about 300 mosquito pools for WNV testing: 113 have been tested and were negative.

Control efforts were also focused on Bay County's major outdoor events. Much time was spent on surveillance and treatment of event areas, making the following events enjoyable for Bay County residents and visitors: the Riverside Art Festival, the Labadie River Roar, St. Stan's Festival, the 4th of July festival, Auburn Cornfest, Auburn Rock N Wheels, St Johns's Festival, St Anne's Linwood, the Munger Potato Festival, the Linwood Pickle Festival, The Pig Gig and other various activities going on thru Bay County until October.

We plan to hold one tire drive this summer on July 15 and 16.

Gypsy Moth

During the past three months the staff of the Gypsy Moth Program has been busy with the following activities:

Population Monitoring

Staff members began monitoring for Gypsy Moth hatch in Mid April. Hatch was first observed on April 30, 2005 and Continued through the third week of May. This prolonged match was due to the cool weather. Peak Hatch was observed on May 10-12, 2005 indicating that spraying should be done 10 to 14 days following.

In addition to monitoring in known sites, staff members answer complaint calls from homeowners throughout the county. Several sites that were not sprayed have been found to have relatively large caterpillars populations but there has been relatively little noticeable damage to the trees in these areas. The week of June 13, 2005, banding was placed around trees in these areas to promote the build up of disease and predators. It will also encourage the females to lay eggs in areas where they are easy find in the fall.

Spraying

Spray operations were conducted the morning of May 25, 2005. Weather conditions were ideal for spraying and no rain occurred until two days after spraying. The Michigan Department of Agriculture held the contract for this application. Spraying started at 6 am and was completed by 7:30 am. A total of 332 acres were treated and preliminary observations indicate that the spraying was successful in reducing the caterpillar populations and no significant defoliation has been noted in our 3 spray blocks.

Educational Programs

Program staff conducted educational programs at the MacAleare-Sauden Elementary School Career Day , and lead interpretive walks at Pinconning County Park during May and June. We have taught over 200 area youth about the gypsy moth and its roll in the environment. Staff members also attended the MDA's Spring Gypsy Moth Training session and operational Critique.

GIS/Digitizing of Spray Blocks

Digitizing of spray blocks was completed and refined using Arcview. Conversion to the applicators Global Positioning System was done by the applicator since they use both Satloc and Agnav GPS systems and were not sure which system they would be using in our spray operation.

Emerald Ash Borer (EAB)

Staff began monitoring for the Emerald Ash Borer by investigating areas where home-owners called in to report stressed Ash trees. Alicia also took part in a firewood check-point at the Linwood rest area before and during the Memorial day weekend.

Soil Erosion

Permits issued for the second quarter are at the pace set last year, in the residential sector. Commercial sites are up however, keeping this office busy with inspections. We have issued a total of 64 permits so far this year.

FINANCE DEPARTMENT

Payroll

Summer programs are up and running. The first payroll in April, 543 employees were paid. There were 651 employees paid on June 26th.

Worked with County auditors throughout the quarter to assist in the completion of the 2004 audit report.

Pursuant to bargaining agreement, Penny Weiler processed retroactive pay for members of the Road Patrol Unit for the years 2004 and 2005.

Pursuant to bargaining agreement, processed health insurance refunds for members of the Road Patrol Unit for the years 2003 and 2004.

Worked with Phyllis Hartman of ISD to prepare report which identifies employees eligible for EAP and fitness memberships.

Attended several meetings of the Financial Information Systems' Team (F.I.S.T.) as well as meetings of the Application Sub-Committee.

Transferred responsibility of processing of Xerox monthly invoices to Penny Weiler. Wrote documentation of the process and trained.

Attended a meeting with the Treasurer and Finance staff to make preparation re: changing common bank and payroll bank accounts in July.

Health Insurance

Attended two Medicare Part D informational seminars.

Sent notices to retirees regarding health insurance rate changes effective 7/1/2005.

Completed accounting for 2004 Blue Cross administrative services contract plan year. Established employee contribution rates that are to be effective 7/1/2005. Notified employees of same.

Retirement

Input retiree health insurance rates to be effective 7/1/2005 into Northern Trust system.

Completed annual application for renewal of fiduciary liability insurance.

In an Experience Analysis report dated September 14, 2004 the BCERS' actuarial firm, Gabriel, Roeder, Smith & Company, recommended and the BCERS' Board of Trustees adopted several changes in the assumptions used in the actuarial valuation. The Board of Trustees have now adopted those same actuarial assumptions to be used in the calculation of optional forms of payment. It is typical that most public retirement systems adopt the same investment return and mortality assumption to calculate various optional forms of payment under the plan.

V.E.B.A.

Completed annual application for renewal of fiduciary liability insurance.

401K

Completed annual application for renewal of fiduciary liability insurance.

Processed five 401k Loan Applications.

457

Completed annual application for renewal of fiduciary liability insurance.

Miscellaneous

Sue Gansser made a presentation at the May Department/Division Head meeting re: employee injuries - documentation/reporting/treatment.

Sue Gansser attended an Employment Seminar in Saginaw, sponsored by Currie, Kendall - covering various aspects of employment law, healthcare trends, recent case law, etc.

Several staff members worked outside of their normal areas to prepare and distribute the budget document.

Attended presentation by Lloyd Silberman of Norman Peterson and Assoc. re: return to work program.

Budget/Grants

The year-end closing was the primary focus of the budget division in the beginning of the second quarter of 2005. The budget division also assisted in preparation of various analyses for the Transmittal letter and Management's Discussion and Analysis letter which is part of the county's Comprehensive Financial Report.

In addition, June is the month this department began the 2006 budget preparation process by preparing the personnel worksheets and budget instructions for all county departments. Again this year, county departments will be able to input their 2006 budget requests through an "on-line" budget preparation program develop by Information Systems. In addition, departments are being asked to submit program enhancements to budgets under their control on a separate form designed to better evaluate such requests.

Another May/June focus of the budget division included review and consultation with DMG Maximus, Inc. in regard to the preparation of the 2004 Bay County Cost Allocation Plan.

Attended several meetings of the Financial Information Systems' Team (F.I.S.T.) as well as meetings of the Application Sub-Committee.

Attended a meeting with the Treasurer and Finance staff to make preparation re: changing common bank and payroll bank accounts in July.

Accounting

Issued 2004 CAFR.

Filed for GFOA award.

Filed Qualifying Statements with the State of Michigan.

Electronically file continuing disclosure statements.

Built 19 new statistical tables to comply with GASB requirements.

Completed internal control evaluation relative to Ice Arena concession inventory.

Attended several meetings of the Financial Information Systems' Team (F.I.S.T.) as well as meetings of the Application Sub-Committee.

Attended a meeting with the Treasurer and Finance staff to make preparation re: changing common bank and payroll bank accounts in July.

Purchasing

- **RFP's/RFQ's opened: Generator, Drain 4x4 Trucks, D.O.A. Van**
- **Drafted:** Arcade, Janitorial Supply, Water Treatment Plant Security Upgrade, Housing Rehabilitation Coordinator, Command Trailer, Mosquito Control 4x4 Truck bids
- **Bids Sent out:** Generator, Drain 4x4 Trucks, D.O. A. Van, Water Treatment Plant Security Upgrade
- **RFP's/RFQ's under review:** Family Therapy, Assigned Counsel
- Phone line audit conducted
- Still working with LDML on billing problem issues since conversion from CMC
- Attended a B2B business conference at SVSU
- Conducted a sealed bit for the sale of used Sheriff patrol boat. No bids were submitted for that purchase.

HEALTH DEPARTMENT

Animal Control

Summer is here. The shelter has been 'abark' with the sound of animals. Cages have been filled, keeping the staff extremely busy with handling and caring for the animals. The number of visitors has been incredible. Complaints are just rolling in. It seems endless.

Officers have captured 457 animals on the roads and brought them to the shelter; 154 cats, 288 dogs and 15 others. At the counter, staff has received 1351 animals; 795 cats, 529 dogs and 27 others. That totals 1808 animals who have visited our shelter; 949 cats, 817 dogs and 42 others of a variety of species. Other species includes animals such as hamsters, cockatiels, chickens, pigs, wild and exotics.

One hundred twenty-one cats, two hundred and five dogs and twelve other critters have adopted new families. Nineteen cats and two hundred and six dogs found their lost

owners. Unfortunately, it has been necessary to euthanize one thousand and forty-three animals so far this year; 690 cats, 323 dogs and 30 of other species.

Animal Control Officers have responded to 1652 complaints. Clerks take the complaint, log it into the data base and dispatch it to the ACO. After responding to a complaint, the Officer is expect to complete any reports or logs as it would relate to the call. Areas heaviest in complaints are Bay City (east) with 647 complaints, Bay City (west) with 272 complaints and Bangor Township with 134 complaints.

Education remains a very important part of the services given through Animal Control. Everyone in the Department is involved. Custodians speak with people about care of animals and temperaments. Clerks speak with the public about how the Department can help resolve their issues. Officers attempt to educate owners about non-compliance issues prior to law enforcement. Shelter tours and educational programs have been given to 101 persons. Another 110 people were exposed to the Department through Educational Programs conducted at Western High School for Career Day (35 students) and the Post Office for safety training (75 Postal Service Workers). Desirable Dog Workshop continues to be popular with the general public. This program has been ongoing for 3 years now and has been very effective in keeping dogs with problem behavior in their homes by helping to resolve their behavior and/or control issues.

The Bay City Fire Department invited all of the Animal Control Officers to attend training for Clandestine Laboratory Awareness. This was a great opportunity for the Department and was truly appreciated. Animal Control was also involved in the full-scale Small Pox Exercise conducted on June 1, 2005.

Division on Aging:

Division on Aging hosted a Volunteer Recognition Dinner in April with 157 individuals in attendance. The Senior Olympics were held in June and approximately 734 meals were served at the various events. Over 200 individuals registered for this year's games.

Division on Aging submitted revised budgets for Caregiver funding awarded to expand some programs and purchase some equipment before the end of the fiscal year. Complete applications and budgets were submitted for grant funding for FY 2006.

Division on Aging processed paperwork to add Personal Care to the services Division on Aging will provide to clients enrolled in the Region VII Medicaid Waiver Program.

Two staff input sessions were held in June to gather ideas and suggestions for setting long-range goals and objectives for the Division.

Two speaker engagements have been scheduled for the upcoming Medicare Prescription Drug Benefit, scheduled to start in January 2006. Trained volunteers from

the RSVP program will be assisting Division on Aging and Region VII by scheduling time to work with elderly individuals.

Conversion to new computers and installation of the newest software was completed the third week of June.

A Driver Safety Program was held April 26 and 28, 2005, and 20 seniors enrolled in the April/May Weight Training Class held in cooperation with Bay Regional Medical Center and Bay County Community Center.

Maternal and Child Health Services:

04/12/2005: Marilyn Laurus attend the Nurse Administrator's Forum: Executive Order passed that included \$677,000 in cuts to LPHO funding.

04/16/2005: Jennifer Don and Amy Revette attended the Community Baby Shower.

04/28/2005: Mary Jo Wolcott accepted the nursing position in the Maternal and Infant Support Services (MSS/ISS) Health Program.

05/12/2005-05/13/2005: Jennifer Don and Mary Jo Wolcott attended the "Infant Mortality: Tools For Intervention" conference.

05/17/2005: Susan Guc attended Early On Training.

05/21/2005: Jennifer Don attended the "Depression After Delivery: A Look at Postpartum Emotional Disorder" conference.

05/18/2005: Judy McGee and Brenda Holmes attended the Children's Special Health Care Services (CSHCS) Meeting.

05/18/2005: Mary Jo Wolcott attended the "Smoke Free for Baby & Me" conference.

05/20/2005: Marilyn Laurus attended the Bay Arenac Early Childhood Advisory Council meeting.

05/21/2005: Marilyn Laurus and Dominic Smith participated in the "Make A Smart Move, Just Say No to Drugs" March & Rally held at the Bay City Boys & Girls Club.

05/26/2005: Joel Strasz and Marilyn Laurus attended the 5th Annual Michigan Communicable Disease Conference.

06/01/2005: All Health Dept. employees participated in the Full Scale Exercise-Smallpox Clinic held at Central High School.

06/14/2005: Marilyn Laurus attended the Nurse Administrators Forum in Gaylord, MI.

06/15/2005: Melissa Maillette, Dominic Smith, Joel Strasz, and Marilyn Laurus attended the Risk Communication Workshop in Lansing, MI.

BCHD Emergency Preparedness:

APRIL

Melissa Maillette coordinated a Medical Examiner Informational Seminar in which Dr. Hurt provided training regarding the Deputy Medical Examiner's role in an emergency. The Medical Examiners also received training on how to don personal protective equipment (PPE).

Melissa Maillette submitted the revised Strategic National Stockpile (SNS) Plan to Michigan Department of Community Health-Office of Public Health Preparedness (MDCH-OPHP).

Melissa Maillette attended a regional tabletop exercise in Caro coordinated by MDCH OPHP.

Melissa Maillette attended Immunization Coalition Meeting.

MAY

Barbara MacGregor & Melissa Maillette attended the 2005 Michigan Homeland Security Training Conference in Grand Rapids, MI.

Dominic Smith accepted the position as Community Health Educator.

Melissa Maillette attended the Region 3 Public Health Emergency Preparedness Coordinators Meeting in Sandusky.

Melissa Maillette coordinated and provided training to all staff and volunteers for the June 1st Smallpox Vaccination Clinic Exercise on their roles and responsibilities.

Barbara MacGregor, Joel Strasz, & Dominic Smith attended the Risk Communication Leadership Training in Lansing coordinated by MDCH and Michigan Center for Public Health Preparedness.

Barbara MacGregor, Dr. Hurt, Joel Strasz, Marilyn Laurus, Melissa Maillette and Dominic Smith planned and presented at the Health Emergency Leadership Seminar held at the Bay City Holiday Inn.

JUNE

The Bay County Health Department's (BCHD) Full-scale Smallpox Vaccination Clinic Exercise was held at Bay City Central High School.

Melissa Maillette, Joel Strasz, Marilyn Laurus, & Dominic Smith attended the Public Health Media Summit in Brighton coordinated by MDCH and Michigan Center for Public Health Preparedness.

Melissa Maillette and Barbara MacGregor submitted the Health Department's Bioterrorism Grant Workplan for Fiscal Year 2005-2006 to MDCH-OPHP.

In addition to the above, Melissa Maillette attended regular monthly meetings of the Region 3 Bioterrorism Defense Network Advisory Committee and she participated in mandatory teleconferences with MDCH OPHP.

Barbara MacGregor regularly attended the Region 3 Bioterrorism Defense Network Board Meetings.

Barbara MacGregor and Melissa Maillette attended the Local Planning Team Meetings that have been held over the course of this quarter.

Meetings and events leading up to the June 1st, Smallpox Clinic Exercise were held in collaboration with Bay County Emergency Services as well as partnering emergency response agencies.

Children's Special Health Care Services (CSHCS):

May 18, 2005: Judy McGee and Brenda Holmes, RN, attended a conference for Children's Special Health Care Services in Harrison, Michigan.

Environmental Health:

FOOD SERVICE		WELL, SEPTIC, & MISC.	
Fixed Food Est. Inspections	133	Number of Parcels Evaluated	76
Mobile, Vending & STFU Inspections	13	Number of On-Site Sewage Disposal Permits Issued	76
Temp. Food Est. Inspections	32	Number of Alternative/Engineered Sewage Systems Approved	1
Follow Up Inspections	6	Number of Failed System Evaluations Conducted	10
Number of Plans Received for Review	12	Number of Complaints Regarding Sewage Investigated	4
Number of Plans Approved	12	Number of Well Permits Issued	25

Consumer Complaints Investigated	11	Number of Abandoned Wells Plugged	10
Food borne Illness Complaints Investigated	0	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	

April

Robert Hill & Joel Strasz attended Tattoo & Body Piercing Inspection Workshop to determine the necessity and feasibility of regulating body piercing establishments in the county which is currently unregulated.

Robert Hill attended a meeting of the Healthy Fish Consumption Meeting in Saginaw.

Robert Hill and Joel Kwiatkowski attended the statewide Source Water Protection (SWAP) meeting in Grayling, hosted by the DEQ.

Robert Hill attended a workshop on performing vulnerability assessments for environmental health based infrastructure.

May

Barry Hugo attended a one-day training on Zoonotic Disease and Bioterrorism at the Department of Community Health in Lansing.

Dan Dicks, Barry Hugo, Robert Hill and Joel Strasz provided support, direction, assessment and follow-up at the Mercury Spill at the Saginaw Marine Terminal.

June

The first Household Hazardous Waste collection for 2005 was held on June 18 at the Bay County Fairgrounds.

Barry Hugo, Dan Dicks and Joel Strasz attended training on Michigan Disease Surveillance System on June 24.

STD/HIV/Communicable Disease:

Number of Persons Receiving Services in STD/HIV Clinic	
April	67
May	76
June	52

Susan Guc, RN, BSN applied for, interviewed, and received appointment as the new HIV/STD/CD Nurse effective May 21.

Susan Guc attended training on Michigan Disease Surveillance System on June 24.

Patricia Gomez attended a symposium on HIV/AIDS in Lansing on June 22.

Immunizations:

Vaccination Type	Number Administered
DTaP	77
Td Adult Only	28
HHib-Pedvax	87
Meningococcal Conjugate	37
Hib Hep B	13
Hep B (Pediatric)	45
Hep B (adult)	93
IPV Dose	62
MMR	93
Varicella	58
DT (Pediatric)	73
Pneumococcal Conjugate	108
Hep A (Pediatric)	9
Hep A (Adult)	15
Hep A – Hep B	9
Pneumococcal Polysaccharide	1
Meningococcal Polysaccharide	1
PPD Intradermal	66
DTaP-Hep B-IPV	63

April

Joel Strasz and Joette Phelps attended a statewide Immunization Action Plan conference in Lansing.

Joan Beck, RN went on temporary leave. Betty Kozielski, RN is filling in as a temporary replacement until Ms. Beck returns.

The Bay County Immunization Coalition meeting was held at the Health Department.

June

A regional MCIR (Michigan Centralized Immunization Registry) user's group meeting was held at the Health Department.

Family Planning Clinic:

Number of Persons Receiving Services in Family Planning Clinic
NA due to changes with SAMSA updates.

May

Reposting of Family Planning Nurse Practitioner position in local newspapers and statewide public health newsletters and websites. Sue Montei, RN, CNP continues to fill in on a temporary basis until the position is filled.

June

Sue Montei attended a statewide conference on Title X Family Planning policy and funding in Lansing.

Laboratory Services:

Number of Clients		Number of Tests	
April	317	April	669
May	410	May	734
June	598	June	895

Women, Infants and Children (WIC) Program:

The annual state WIC Conference was held in May at the Grand Traverse Resort. The entire WIC staff attended the three day conference. Special recognition was given to Barb Kraycsir for her recent certification as a Certified Lactation Consultant.

The CMU dietetic internship program has kept WIC busy with three interns. Each intern must complete a three week rotation to learn about the diverse role of a registered dietitian in a community setting. Education also includes home visits with Maternal & Infant Support Services.

Carolyn Yager, WIC's breastfeeding coordinator, attended the state quarterly breastfeeding workgroup in June. A presentation was given on baby-led latch. Carolyn will assist Barb Jammer, a state WIC lactation consultant, with a presentation for the Bay Area Breastfeeding Coalition in July.

MSU EXTENSION

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

Agriculture and Natural Resources: Master Gardener – The ANR Extension educator worked with the Bay County Soil Conservation District to provide education to 250 fifth grade students on agriculture and natural resources at the annual Fifth Grade Farm Tour. In the second quarter the ANR Extension educator also provided education to Bay Arenac Career Center agri-science students on field crops.

In addition to working with local farmers and agribusiness to plant the county's corn and soybean variety trials, the ANR Extension educator worked with local USDA Farm Service Agency to determine crop damage from the adverse spring weather. The ANR Extension educator continued to attend community meetings in the second quarter and participate in agriculture education workshops on the campus of MSU.

The Master Gardener volunteer program coordinator held a successful recognition banquet for Master Gardener volunteers whom received certification and re-certification acknowledgments. Over 50 people attended the banquet. In addition to working with horticulture questions in the office and the Bay County Master Gardener Association in the second quarter, the Master Gardener volunteer program coordinator orientated Master Gardeners on how to input their volunteer hours on the new Master Gardener Web-based volunteer database, and attended the annual Master Gardener summer educational conference on campus. As of June 30, over two hundred sixty volunteer hours were performed and logged for a total of 26 Master Gardeners under the second quarter of 2005. Some programs attended at conference were how to sustain a Junior Master Gardener volunteer program and how identify to "alien invaders" (plant and insect species).

Master Gardener volunteers' main focus in the second quarter was working on those projects in the community that get them "digging in the dirt." Planting projects include, but are not limited to, the Bay County Veterans' Memorial located at the Bay County Building and other county-owned grounds, Kantzler Arboretum in Bay City, MDOT's northbound I-75 rest stop (near Linwood), and the Heritage House in Essexville. The project at the Heritage House is enhanced this year by a \$250 donation from Westminster Presbyterian Church in Bay City to build raised garden beds. The harvest from Heritage House will be donated to local food banks. An educational opportunity for Master Gardeners was held at the MSU Extension Bay County computer lab on June 28, featuring a live Web-cast, "Great Perennials for Your Garden," by Dr. Allan Armitage, a well known horticulture authority, sponsored by the Horticulture Institute of Michigan.

Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative –

Building Strong Families Program: This quarter staff performed 94 home visits to deliver this parenting program. At the YWCA five parents attended the Family Enrichment Program, a family group-session parenting program held over four evenings. In April MSU Extension Bay County participated with FIA at their annual Family-to-Family Program night at the

Riverside Baptist Church. Also in the second quarter, five staff members attended a four-day training in Parents as Teachers (3 - 6 year olds).

Parent Connect Program: Seven home visits to families with school-aged children were conducted, with eight community resource referrals given to the families in the second quarter. There are three elementary schools in Bay County and one in Arenac County serviced under this program.

Family Nutrition Program (FNP): There were a total of 64 home visits delivering the nutrition program. At the YWCA Family Enrichment Program, FNP was delivered over four evenings with family group sessions for five parents attending. There were 38 nutrition classes delivered to the Head Start program in Bay County. Nutrition education was delivered to the Riverside dining center and Maloney Manor a total of eight times. Additionally in the second quarter, four FNP nutrition sessions were held at the Bay Area Women's Shelter. Project FRESH classes began in June and run through August. Project FRESH is a program that provides participants with nutrition education and encourages them to improve their dietary choices by providing them with coupons to buy fresh Michigan-grown fruits and vegetables. Which, in turn, boosts the local farm economy for those farmers who participate in the program and also expands awareness of utilizing a farmers' market. Classes are held at two Bay County Health Department WIC clinic locations in Bay County, Bayside Health Center, and the Bay County Farmers' Market. Project FRESH sessions are held three times a week.

Breast Feeding Initiatives Program: There were 96 contacts made between home visits and phone contacts, the MSU Extension office, WIC, and hospital visits.

Better Kid Care: The Better Kid Care Satellite Series was held three times this quarter at the Head Start staff Meetings. For past Better Kid Care participants, a CPR and First Aid class was held. Also this quarter, 59 home visits were conducted to deliver the parenting program. At the YWCA this program was held for four evenings with family group sessions for four parents attending the Family Enrichment Program.

Children, Youth, and Family Programs: 4-H Youth Programs – Summer continues to be busy for the youth and volunteers involved in the Bay County 4-H youth program. The spring Horsemanship for Handicappers/PEP program concluded at the end of May. Over forty-five volunteers spent seven weeks working with the 25 youth that participated in the spring session. The fall program will begin in September 2005.

MSU Extension- Bay County 4-H was involved in the Fifth Grade Farm Tour in May, sponsored by the Bay County Soil Conservation District. In addition to talking about 4-H and its programs, staff did presentations about the grain food group and had the youth participate in a "great grain" obstacle course. Over two hundred sixty youth participated.

The 4-H Livestock Association continues to work on the improvements being done to the Livestock Barn. The youth are currently working on painting a mural for the new information center. Cages are completed and the stands they will sit on are being painted. Signs for the ends of the barn will also have a fresh coat of paint.

Ten youth, one volunteer, and two MSU Extension Bay County staff just returned from Exploration Days 2005 in East Lansing. This is a three day opportunity for youth to go to MSU, stay in the residence halls, and explore educational classes of all types. A few of the classes that youth participated in were ice cream making, digital photography, basket making, and llama judging. Adult volunteers from Bay County also taught classes at Exploration Days; subjects taught were on health/hair care and stone bird houses.

The Bay County Fair and Youth Exposition is only a month away, which will be held August 9 - 13. Therefore, in the second quarter staff has focused on all aspects of 4-H events planned to make 2005 the best fair yet.

Successful Futures - During the last quarter Successful Futures served over two hundred fifty families with needs assessment screening, community resource referral services, and home visiting nurse services. Successful Futures staff helped plan and facilitate the local Bay Regional Medical Community baby shower in an effort to promote the program and build upon relations with Bay Regional Medical Center.

PERSONNEL & EMPLOYEE RELATIONS

Training

New Initiatives: The first Employee Assistance Program was opened to all full and part time employees on June 1, along with the first corporate fitness initiative for Bay County which began May 15. Unveiling and marketing these programs has been an important function for this quarter.

Specific efforts are as follows:

- Contracts and agreements prepared and signed.
- Employee and supervisory orientations presented to encourage program use.
- County Lines Employee Newsletter, spring issue, dedicated to information needed to use programs.
- Vice mails/e-mails sent to publicize programs.
- Posters displayed in work areas.
- M:\drive folders available for employees to find information on programs and the latest emotional & health issues.

Marketing of these initiatives will continue throughout the year. YWCA indicates 19 Bay County employees are using their facility. Delta College Fitness and Recreation reports 20 employees using their facilities. Usage is expected to increase when cold weather begins. Slightly over 10 percent use for early summer is a positive sign for future use. No problems have been reported as of this quarter for these new initiatives. Early usage numbers on the Employee Assistance Program are not available yet.

Intranet, Organizational policies & Toolkits: Bay County policies need to be reviewed annually to ensure compliance. The Personnel Department initiated a policy review team which is creating a uniform annual review process.

In addition, policies, procedures and forms need to be accessible for Bay County personnel. This department has begun developing a toolkit which will be the 'go to' location for instructions, forms, procedures and policies essential to getting work done in Bay County. This toolkit will be located on an intranet site. The intranet is being developed by a work group which includes the Personnel Dept. and is led by Administrative Services. It is expected that greater efficiencies will occur as a result of the toolkit development and use.

Work Process Re-design: A new situation now exists for Bay County employees. Retirements, attrition and other measures taken to reduce personnel costs have become the new reality for our departments. Employees are faced with providing the same or increased demand for services with fewer staff. With leadership from the department director, a new planning tool is in use called, Work Process Re-design. This tool includes all departmental employees in identifying the essential work priorities, how that work can be done most efficiently and what is needed to implement efficiencies. The Health Dept. and the Division on Aging have stepped forward to serve as pilots for Work Process Re-design.

Employees are working with the Personnel Dept. to plan changes that will create efficient services and high quality employee - client interactions. This will be a time consuming and worthwhile endeavor.

Compliance: Legal Postings for all county facilities updated.

- Worked with Cambridge Risk Management regarding confined space issues.

Unemployment Insurance

- Continue to review all unemployment claims

Training & Training Coordination

- New Employee Training was held in April with Golf Mobility Cart Training.
- Supervisory Training for EAP
- EAP Orientations
- Work Process Re-design
- Coffee with Tom

Job Postings and Results

During the 2nd quarter of 2005, approximately 30 positions were posted and/or advertised. Approximately 8 regular full or part-time employees were hired, 90+ temporary/seasonal employees were hired and approximately 13 inter-departmental transfers transpired.

Personnel Director

- Attended Labor Contract Training through ASE in Southfield
- Preparing to begin contract negotiations
- Consumer Driven Health Care Seminar
- Mid-Michigan Business Expo
- COBRA Seminar
- Established overtime policy
- Communications with local unions regarding potential grievances
- Attended MAC Summer Conference
- Emergency Responders Exercise
- Labor Seminar / Currie Kendall
- Held meeting regarding Health Care Costs/Re-insurances
- Excell training
- HR Exam in Livonia
- United Way Cabinet Member